



FIRST AID POLICY

General Statement

St Mary and St Thomas Aquinas Catholic Primary School is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this, the school will:

- Have a minimum of one suitably stocked first aid box in each Key Stage area.
- At least one appointed person on site to take charge of first aid arrangements.
- At least one appointed person on site with paediatric first aid training.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

First Aid Boxes

All first aid boxes in the school will conform to Health and Safety Executive (HSE) minimum provision and are located in:

- Foundation Stage Classrooms (Nursery and Reception)
- Key Stage 1 (Cloakroom)
- Key Stage 2 (Disabled Toilet)

Appointed Persons

The following person is responsible for ensuring that first aid boxes are correctly stocked and in each Key stage according to the Authority's advice:

Miss Mandie Green

All first aid boxes will be checked and replenished each term.

Information

- A notice will be placed in each room of the school stating the location of the nearest first aid box and the names of the person trained in emergency first aid.
- Children will be told what to do if there is an accident.
- Details of the school's arrangements for first aid will be included in the Prospectus and on the school website.

If the accident occurs during breaks or lunchtime, the following procedure will be followed:

- Send adult/suitable child for named first aider to be found in school office.
- Ensure safety of injured child/and other children.



- Do not take action until first aider arrives.

Accident Reporting

All accidents will be recorded and reported according to the Authority's guidelines, to include:

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

First Aid Training

The school will maintain up-to-date list of those employees who have undergone emergency first aid training. Every employee will be given the opportunity to volunteer for an emergency first aid training course. All staff in Foundation Stage will be asked to attend Paediatric First Aid training.

School Visits and Journeys away from school

Before undertaking any off-site activities, the Business Manager will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school for the purposes of first aid will be risk assessed by the Business Manager.

Documentation

All staff will receive a copy of this policy and be made aware of the Authority's document: Guidance on First Aid for Schools. Copies of the guidance will be given to individual staff upon request.



APPENDIX – STAFF INFORMATION

LOCATION OF FIRST AID BOXES

First Aid Boxes

First aid boxes in the school conform to the health and Safety Executive (HSE) minimum provision and are located in the:

Nursery and Reception classrooms
Key Stage 1 Cloakroom
Key Stage 2 Disabled Staff Toilet

The named First Aider is:

Miss Mandie Green

First Aiders in School

Miss M Green
Mrs L Lamb
Mr C Innerdale
Miss V Wilson
Mr A Patterson
Mrs B Holmes
Mrs J Maxwell
Mrs L Bowden
Mrs L Dixon
Mrs L Mills

Procedure to be followed if injury is more serious:

- A responsible child is sent to bring the First Aider, Miss Green from the office.
- If the injury is more serious, do not move the child and send for the first aider, Miss Green to attend at the scene.

Accident Reporting

- All injuries that are dealt with must be written in accident book.

Lunch times and playtimes

- Injuries to be dealt with by midday supervisors, or Miss Green

Sport

- Person in charge to ensure that a fully stocked First Aid box is taken to all activities.



Educational Visits

All visits must be arranged through Business Manager, who will undertake a risk assessment on first aid provision. Visit leader to ensure that all pupils' medication is taken with them.

Nut Allergy

There may be children in school who have a nut allergy. All should have care plans which are available in the school office. All staff must receive Epipen training.

Parents are requested at regular intervals via the weekly school newsletter, to be aware of the contents and consequences of sending food into school that contains nut products. All children have symptoms of a different nature, details of which can be found in their individual care plan.

In the event of a child suffering an allergic reaction, a first aider should be sent for immediately but Epipen trained staff dealing with this child should take immediate action if thought necessary.

